

CANNABIS CONTROL COMMISSION  
PUBLIC MEETING MINUTES  
September 12, 2017  
10:30 a.m.  
One Ashburton Place, 21<sup>st</sup> Floor, Conference Room 1  
Boston, MA

COMMISSION MEMBERS IN ATTENDANCE

Chairman Steven Hoffman  
Commissioner Kay Doyle  
Commissioner Jen Flanagan  
Commissioner Britte McBride  
Commissioner Shaleen Title

COMMISSIONER MEMBERS ABSENT:

None

DOCUMENTS DISTRIBUTED

1. [List of Tasks/Workstreams](#)
2. [Meeting Minutes, September 11, 2017](#)

Chairman determined that there was a quorum present and called the meeting to order at 10:30 a.m.

The Chairman introduced the Commissioners by name and disclosed that the Commissioners had all been sworn in.

The Chairman made an opening statement committing to transparency and pledging to hold meetings in around the Commonwealth to allow participation by interested parties. The Chairman stated that there would be no public comment or questions at the meeting today to allow the Commission to focus on the work that need to be done, but there would be opportunities for public comment and questions in the future.

The Chairman proposed that the Commission discuss the required elements of mission statement and the process of development of the mission statement. The Chairman outlined the elements of the mission statement as:

1. Whom do we serve?
2. What value and services do we deliver?
3. How will we operate as a Commission in terms of the principles that we conduct our business by?
4. How will performance be measured and reported? The Commissioner comment favorably on metrics and quantitative assessments.

Chairman asked for discussion on the elements of the mission statement. Commissioner Doyle commented positively about them.

The Chairman discussed the process for developing the mission statement, proposing to take the elements discussed and any comments received and turn them into a draft to be discussed at the next meeting. There were no comments on the proposed process for developing the mission statement.

The Chairman stated that the next item of business would be the election of the Secretary and the Treasurer. The Chairman nominated Commissioner Doyle for Secretary. 4 votes in favor, with Commissioner Doyle abstaining.

The Chairman nominated Commissioner Flanagan for Treasurer. 4 votes in favor, with Commissioner Flanagan abstaining.

The Chairman moved to adopt Roberts Rules of Order until such time as the Commission develops its own policies for meetings. Commissioner Doyle seconded. 5 votes in favor, unanimous vote.

The Chairman initiated discussion and adoption interim procurement and hiring rules until commission procedures are adopted. The Chairman commented that the Commission is considered a Level II Department for procurement purposes, and has the option to adopt the State procurement regulations under 801 CMR 21.00, which provides for a best value procurement process, which is based not solely on the lowest costs, but on the best quality services, skills or required performance. Level II Departments are authorized to adopt these procedures and to identify any additional exceptions or other procurement and hiring procedures to the needs of the Commission. The Chairman recommended that the Commission adopt an interim procurement and hiring policy that will, to the greatest extent reasonable, follow current state procedures and also authorize the Commission to have sufficient flexibility to obtain on an emergency basis, space, equipment, support staff and other resources using good business practices and leveraging available state contracts. Once the Commission is operational and staffed, the Commission will develop public procurement and hiring procedures for future purchasing and hiring. The Chairman asked for discussion, but there was none. The Chairman moved to adopt the interim procurement and hiring procedures until such time as Commission procedures are adopted. 5 votes in favor, unanimous vote.

The Chairman moved to opened discussion (seconded by Doyle) to authorize the acting/interim executive director to approve start-up expenditures for normal and necessary business expenses, equipment, space and payroll needs to be later ratified by the Commission. The Chairman said that the Commission had a lot of work to do and certain tasks are set by statute for the Executive Director, but appointment of the Executive Director on a permanent basis would take some time. The Chairman stated that it was essential appoint an interim Executive Director as quickly as possible and he put forward his name to assume the role on a temporary basis, in which he would only perform the operational responsibilities necessary would be conducted and no deliberations with other Commissions on other matters would occur. Commissioner McBride commented that in the interests of transparency, if the Chairman takes on the position of interim Executive Director, the Commission would commit to compliance with the Open Meeting Law, ensure that the time period of the interim appointment would be brief to free up the Chairman to serve the important work he needs to do in his role, and pursue the appropriate steps to hire an Executive Director so that the Commission is operating efficiently. The Chairman agreed that the appointment would be as short as possible and that the Commission would continue to comply with the Open Meeting Law, but certain things needed to be accomplished quickly, so the appointment of an interim Executive Director was needed. Commissioner Title reiterated the Commission's commitment to

the Open Meeting Law and brief nature of the interim appointment, and that the position of permanent Executive Director should be posted and circulated widely. The Chairman agreed that he would prepare materials for the process of hiring a permanent Executive Director for the next meeting. The Chairman voted to approve an interim Executive Director, 5 votes in favor, unanimous.

The Chairman moved to authorize the acting/interim executive director to approve start-up expenditures for normal and necessary business expenses, equipment, space and payroll needs to be later ratified by the Commission (Commissioner Doyle, seconded). No further discussion. 5 votes in favor, unanimous.

The Chairman moved to open discussions (Commissioner Flanagan seconded) on immediate hiring needs for an executive assistant, director of communications and other staffing. The Chairman sought authority for the interim Executive Director to make initial hires, including executive assistant and Director of Communications. The Chairman recognized the assistance of the Treasurer's office's Director of Communications, Chandra Allard, but recognized the immediate for its own Director of Communications. Commissioner McBride also recognized the assistance of the Comptroller's office. Commissioner McBride states that we should prepare job descriptions for the next meeting as an agenda item. Commissioner Title suggests that the Commission needs an IT person to get a website up and running. The Chairman recognized that the Comptroller's office has been providing technology support. The Chairman identified a new website for the Commission: [www.mass.gov/orgs/cannabis-control-commission](http://www.mass.gov/orgs/cannabis-control-commission), which will provide a point of communication with the Commission and a place to post public meeting notices. The Chairman moved to authorize the interim executive director to hire the positions of executive assistant, director of communications and other staffing. 5 votes in favor, unanimous.

The Chairman opened for discussion a work plan, including the statutory tasks assigned to the Commission, administrative policy development and constituency outreach. The Chairman notes that it is a long list and proposes to develop a work plan, including what resources are needed (people, money technology) and milestones (both interim and long-term). The Chairman stated that the work plan would be made public and public feedback could be provided. The Chairman distributed the work plan and said at a future meeting, the assignments should be finalized. Commissioner McBride asked what the timeline was for the development of the work plan. The Chairman responded that it should be done as soon as possible, but at a future meeting and that he hoped that meetings would occur on a weekly basis. Commissioner Title also asked that an agenda item be set for next week to set a process for handling mail and other communications.

The Chairman asked the Commission to review meeting minutes from the September 11, 2017 meeting of the Commission for an Open Meeting Law Training with the Attorney General's Office. 5 voted in favor of approving, unanimous.

The Chairman said that the next meeting date has not yet been decided, but that it would be posted as soon as possible.

The Chairman adjourned the meeting at 11:02 a.m.